



Greetings,

I am writing to share with you some important updates, useful information, and several new resources related to local textbook adoption. Please feel free to share the following with the appropriate individuals in your district.

- **Local Adoption Forms:** A new document has been prepared for Textbook Coordinators that provides more clarity on the forms school districts must complete for adoption of textbooks and instructional resources. The form can be accessed [here](#) and it is located on the Forms page of the Textbook Services website.

- **Recruitment for State Advisory Panelists:** The department is accepting applications to serve on the Textbook Advisory Panel for Advanced Manufacturing, Information Technology, Human Services, and Education and Training. If you have educators in your district who might be interested in this opportunity, please encourage them to apply. They will receive a stipend (between \$3,000 and \$4,000). In addition, if selected, they will be a valuable resource for your district as they will have received professional development in evaluating these textbooks.

- **Waivers:** Districts are required to adopt math textbook materials from the state board's approved textbook list, or submit a waiver request, by April 15, 2015. Based on feedback from districts, the process for requesting textbook and instructional resources waivers has been revised to be more streamlined. Please click [here](#) to access the guidelines for requesting a waiver. The document regarding waivers can also be found on the forms page of the Textbook Services website. Please note there are now only two processes, as opposed to three, and the waiver request form has been revised.

- **Digital Caravans for Math:** At this time we have received the web links from publishers who chose to participate in the Digital Textbook Caravan opportunity. You may access the web links [here](#). Please feel free to share this information with your local mathematics textbook review committee.

- **Math Samples:** The department has received multiple questions from districts regarding the delivery of samples for mathematics. Unfortunately, the Tennessee Department of Education does not facilitate

this process; therefore, we cannot readily assist you in this area. Please reach out directly to the sales representatives from any publisher who you have yet to receive samples from. Sales representative information can be accessed [here](#).

We appreciate your work and efforts to assist your district in the textbook adoption process. Please feel free to contact me if you have any questions or concerns.

Respectfully,

**Monty Wilson**

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